

Maine Conservation Corps

Trail Training Member, Veteran Community Leader, Field Team Leader,
Field Team Member, Environmental Steward and Environmental Educator

- ✓ Please read over the entire application before filling it out.
- ✓ Print neatly in **blue or black ink**. (**signatures must be signed, not typed**)
- ✓ Print your full name at the bottom of each page in case pages are separated.
- ✓ If you need additional space to complete or explain an answer, use a separate sheet of paper.
- ✓ Use the checklist below to ensure that your application packet is complete.

RETURN APPLICATION TO:

Maine Conservation Corps

124 State House Station ♦ Augusta, ME 04333-0124

Please contact the Maine Conservation Corps office if you have any questions

207-624-6085 ♦ 1-800-245-5627 (Maine only)

email: corps.conservation@maine.gov

Application Checklist (make sure the following items are in your completed application packet with original signatures)

- ☐ MCC application form with personal motivation statement
- ☐ Vehicle Use Agreement form
- ☐ Two completed Reference Forms – can be submitted directly from your reference
- ☐ Resume and Cover Letter (optional but highly recommended)
- ☐ Transcripts from any college listed in the application – **Only required for Environmental Educator applicants**
- ☐ Proof of age /citizenship (copy of birth certificate or passport to show you are at least 18 years of age)
- ☐ Copy of Social Security Card
- ☐ DD 214 (Veteran Community Leaders only)

All applicants selected for a position requiring physical labor will be required to submit their immunization record and obtain a physical prior to service.

APPLICANT PROFILE

1. Indicate the POSITION you are applying for:

- ☐ Trail Training Member ☐ Veteran Community Leader ☐ Field Team Leader
☐ Field Team Member ☐ Environmental Steward ☐ Environmental Educator

2. If selected, when is the **earliest** day you could start _____ **Latest** day you could stay _____

3. Name _____ 4. Date of Birth _____
Last First Middle I. Month Day Year

5. Are you a United States Citizen, National, or lawful Permanent Resident Alien? ☐ Yes ☐ No

6. **Current Address:** (All information will be sent to this address unless you notify us of a change)

Number and Street City State Zip

Home Phone ☐ Work or ☐ Cell Phone E-Mail

7. Permanent Address: (where you can always be reached, such as that of a parent or guardian)

Number and Street _____ City _____ State _____ Zip _____

Home Phone _____ ☐ Work or ☐ Cell Phone _____ E-Mail _____

8. Phone Number where messages can be left: _____

9. What level of First Aid Training are you currently certified in?

☐ None ☐ Community First Aid ☐ Wilderness First Aid ☐ Wilderness First Responder ☐ EMT

10. Check all that apply:

☐ Currently enrolled in high school - anticipated graduation date _____ ☐ High School Diploma
☐ GED ☐ Some College ☐ Associates Degree ☐ Bachelor's Degree ☐ Graduate Degree

I certify, under penalty of law, that I have completed high school or its equivalent or will obtain a high school diploma prior to using the education award. _____

Signature (Required)

11. Have you served in a national service program (AmeriCorps) before? ☐ No ☐ Yes

11a. If so, how many terms have you serviced? ☐ 1 ☐ 2 ☐ 3 ☐ 4

11b. If so, please provide the programmatic contact information for your last term of service:

Program Name: _____ Service Dates: _____

Program Email: _____ Phone: _____

12. Beginning with the most recent, list all schools attended (use additional sheets, if necessary).

A. Name of School _____ **Dates Attended** _____ to _____
Location of School: City _____ State _____
Major/Minor _____ **Area of Study** _____
Type of Degree or Certificate _____ **Date Rec'd or Expected** _____

B. Name of School _____ **Dates Attended** _____ to _____
Location of School: City _____ State _____
Major/Minor _____ **Area of Study** _____
Type of Degree or Certificate _____ **Date Rec'd or Expected** _____

LEGAL

Answer all the following questions. Criminal conviction/adjudication may or may not disqualify you. Do not include minor traffic violations.

13. Have you been: convicted of any criminal offense? a juvenile offender? on probation or parole? currently facing charges for any offenses or are any civil suits or judgments pending against you?

☐ NO ☐ YES Date _____ Place _____ Charge _____ Action Taken _____

EMPLOYMENT HISTORY

14. Positions held. Begin with your most recent position.

A. Present/Most Recent Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		_____	_____	_____
Street		City	State	Zip
Responsibilities:				
Reason for Leaving:				
B. Past Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		_____	_____	_____
Street		City	State	Zip
Responsibilities:				
Reason for Leaving:				

REFERENCES

15. Two references are required. Please select people who know you well and are familiar with your background. **You should not ask a family member, friend, classmate or co-worker to serve as a reference.** Consider asking supervisors, teachers or someone else familiar with your work experience, academic performance or community involvement. Please email or mail a copy of the MCC reference form to each of the people you identify.

Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____
<hr/>		
Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____

SKILLS AND EXPERIENCE

On a separate sheet of paper, provide information about the following.

16. Describe any experience you have leading volunteers, working with youth and/or providing environmental education.

17. List any outdoor activities and your experience level for any outdoor pursuits that you enjoy. (including hiking, backpacking, camping, etc.)

18. List any sports, clubs or other groups you participate in.

19. Describe your experience with trades such as carpentry, mechanics, and masonry.

20. Describe your experience with trail layout and design.

21. List computer programs, software, GPS and GIS systems you are familiar with.

PERSONAL MOTIVATION STATEMENT

On a separate sheet of paper, answer the following question in essay form.

22. Why do you want to join the Maine Conservation Corps?

CERTIFICATION

Your application must be certified with your original signature in ink. Please read carefully before signing. Unsigned applications and applications with photocopied signatures cannot be considered for admission.

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as a Maine Conservation Corps member. I also understand that the information provided herein may be used to process my application for acceptance into the MCC and for other general routine purposes by the Maine Conservation Corps.

I understand that the Maine Conservation Corps and any of their host sites will be checking my references to learn about my work history and personal character. I understand these references are confidential. I give my permission for the MCC and any of their host Sites to contact any person or organization that would be useful in assessing my appropriateness for the position.

Signature _____

Date _____

CRIMINAL BACKGROUND CHECK CONSENT

I, (print name legibly, include middle initial) _____

SSN ____-____-____ hereby authorize the Maine Conservation Corps to conduct a criminal history background check on me. I understand that selection into the program is contingent upon the review of my criminal background. I also understand that I will be given an opportunity to review and challenge the factual accuracy of a result before action is taken to exclude me from the program. I understand that any information relating to the criminal history check will be kept confidential and will only be shared with authorized staff, possibly including partner organization personnel.

Signature _____

Date _____

PLEASE HELP US – How did you find out about the Maine Conservation Corps program?

- | | | |
|---|---|--|
| <input type="checkbox"/> Former MCC Member _____ | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Television Story |
| <input type="checkbox"/> H.S. Guidance Counselor | <input type="checkbox"/> Email/Listserve | <input type="checkbox"/> Maine State Career Center |
| <input type="checkbox"/> College/Career Planning Office | <input type="checkbox"/> Internet Website _____ | <input type="checkbox"/> Newspaper |

OPTIONAL INFORMATION – Economically disadvantaged applicants may be able to receive preference for admissions. If you would like to be considered for this preference, please answer the following.

Including yourself, how many people live in your household? _____

What is your total household income from all sources per year? _____

Do you or members of your household receive public assistance such as **TANF or Food Stamps**?

☐ No ☐ Yes, please specify: _____

Do you have children who rely on you as their primary caretaker or financial support? ☐ No ☐ Yes

TO MAINE CONSERVATION CORPS APPLICANTS
Please review this agreement and provide the required information.

I authorize the Maine Conservation Corps (MCC) and the State of Maine Department of Administrative and Financial Services/Risk Management Division to research my driving record and to contact the Maine motor vehicle registry. I understand this agreement does not guarantee that I will be authorized to operate a State of Maine vehicle.

signature

print name

date

Risk Management Division reserves the right of final approval. The vehicle may NOT be operated by this driver until approved by Risk Management Division.

Number of full years licensed: ☐ 0 to 1 ☐ 1 to 2 ☐ 2 to 3 ☐ 3+

Have you been licensed in any state(s) other than Maine within the past 5 years? ☐ Yes ☐ No

If yes, list state(s) and approximate time period:

State _____	Approx. year(s) _____
State _____	Approx. year(s) _____
State _____	Approx. year(s) _____

Have you been licensed under any other name within the past 5 years? ☐ Yes ☐ No

If yes, list other name: _____ If yes, in what state(s) _____

If you are selected for the MCC Program and your license was issued by **a state other than Maine**, you **may be asked** to submit an **official** Driving Record from each state in which you were licensed within the past 5 years. The Driving Record must be obtained **no more than six months** before the start of your MCC term of service. Upon request, driving records should be submitted to Maine Conservation Corps at 124 State House Station, Augusta, ME 04333-0124.

In addition to violations listed on the next page (if any), please disclose any vehicle accidents you have had within the past five years:

Accident Date	# Vehicles Involved	Town and State	Description of Accident

How long have you been a Maine Conservation Corps participant? ☐ New ☐ 1 term ☐ 2+ terms

MAINE CONSERVATION CORPS VEHICLE USE AGREEMENT

I (print name) _____ being age 18 or older, understand and agree that my use of the State of Maine vehicle assigned to me from ____/____/____ to ____/____/____ (maximum 1 year) shall be exclusively to fulfill the State of Maine business for which I have been engaged. I understand and agree that I am not to use the vehicle for any other reason whatsoever (human life threatening medical emergencies excepted). I agree to operate this vehicle in a safe, prudent, and lawful manner at all times. Seat belts shall be worn by all vehicle occupants when the vehicle is in motion. I will not permit any other person to operate the vehicle. I will not drive this vehicle out of the State of Maine. I do truthfully state that I have an active, non-conditional driver's license recognized as valid in the State of Maine, have held such a license for at least one year, and that my privilege to drive is not currently under suspension. I grant permission to the State to verify my Maine license information and driving record and offer the following license information:

Date of Birth ____/____/____ License Number & State _____

One of the following MUST be checked:

- ☐ (1) I do truthfully state that, in the past 5 years, my license was not suspended and I was not convicted or adjudicated of **any** alcohol or drug-related driving violations, or of **any** unsafe vehicle operations such as speeding, improper passing, failure to yield right-of-way, or stop sign violations.
- ☐ (2) I do truthfully state that, in the past 5 years, my license was suspended or I was convicted or adjudicated of the following vehicle violations (please list; attach another page if necessary):

Type of violation: _____ Date: ____/____/____
Type of violation: _____ Date: ____/____/____

IMPORTANT NOTICE TO DRIVER: DO NOT SIGN BELOW UNLESS YOU HAVE READ AND UNDERSTAND THIS DOCUMENT. BY SIGNING, YOU AGREE THAT IF YOU MAKE ANY FALSE STATEMENTS ON THIS DOCUMENT OR USE A STATE-OWNED VEHICLE OTHER THAN AS PERMITTED BY THIS AGREEMENT, RISK MANAGEMENT DIVISION IN ITS DISCRETION MAY DECIDE NOT TO INSURE YOUR OPERATION OR USE OF A STATE-OWNED VEHICLE AND MAY DECLINE TO DEFEND AND INDEMNIFY YOU IN THE EVENT A CLAIM IS BROUGHT AGAINST YOU.

Driver Signature

Date Signed

↓ For Maine Conservation Corps Use Only ↓

Signature and Title of Authorizing State Official

Date Signed

Printed Name of Authorizing Official

Maine Conservation Corps

Printed Department/Bureau Name

Official's Phone # **624-6085**
Official's Fax # **287-3342**

☐ Pre-approval - no job has been offered at this time

Final approval - Job has been offered and accepted as:

☐ Training Coordinator ☐ Senior Team Leader ☐ Field Team Leader ☐ Field Team Member

☐ Veteran Community Leader – Dept: _____ ☐ Environmental Steward – Dept: _____ ☐ Environmental Educator – Dept: _____

↓ For Risk Management Division Use Only ↓

☐ Approved ☐ Not Approved ☐ Pre-Approval Only ☐ Approved with this restriction: _____

Department notified this date By: ☐ Fax ☐ Phone ☐ Other _____

Risk Management Signature: _____ Date: ____/____/____

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